



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |  | FOR RECORDS MANAGEMENT USE  |                              |
|---|--|---|------------------------------|
| Application Date<br>4/6/83  | 1. Agency Address<br>Georgia Ports Authority<br>Operations Division<br>Post Office Box 2406<br>Savannah, Georgia 31402 | Application Number<br>79-8-A  | Date Received<br>APR 11 1983 |
| Application Number<br>102   |  | Date Completed<br>MAY 30 1984   | Telephone Number<br>964-3927 |
| 2. Person to Contact<br>Sandra Jones  | Working Title<br>Administrative Manager  |   |                              |
| 3. Action Requested<br>a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input checked="" type="checkbox"/> Amend Application No. 79-8 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void   |  |   |                              |
| 4. Dates of Series<br>Earliest<br>1962  | Latest<br>To Date  | 5. Records Series Title (followed by title used in office, if different)<br>Invoice Files |                              |
| 6. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br><br>This department is responsible for the billing, import and export activities of the Georgia Ports Authority, analyzation of ship schedules, coordinates all processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling. |  |   |                              |
| 7. Record Series Description<br>Documents relating to: This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br>Collecting fees for services rendered.<br><br>Included are: Invoices for all services rendered.<br><br>File is arranged: Alphabetically by customer; thereafter by invoice number  |  |   |                              |
| 8. Monthly Reference Rate<br>How often are records referred to which are:<br>One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>4</u> ;<br>twenty-five months and older <u>2</u> ?  |  |   |                              |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers _____; Legal-size drawers <u>4-5</u> ; Shelves _____; Other (specify) _____  |  |   |                              |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)   |
|-----|----|---|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?   |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  |
| X   |    | c. Is this a vital record?  |
|     | X  | d. Does this series have historical or long term research value?  |
|     | X  | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?                                |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.   |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.   |
| X   |    | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where? Ship file, billing & inventory file, CFS file, Breakbulk & dockage file. |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?   |
|     | X  | j. Does the record series result in a computer printout?  |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                       |                                   |                       |
|--------------------------|-----------------------|-----------------------------------|-----------------------|
| a. State Law             | _____ years.          | d. Audit period                   | _____ years.          |
| b. Statute of limitation | _____ <u>6</u> years. | e. Administrative need            | _____ <u>7</u> years. |
| c. Federal law           | _____ years.          | f. Federal retention instructions | _____ years.          |

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. 9-3-24

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other six months then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☒ Transfer to local holding area, hold 6 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

|  |             |  |                |
|--|-------------|--|----------------|
| Agency Head/Designee (Signature)   | Date        | Records Management Officer (Signature) | Date           |
| <i>[Signature]</i>   | <u>4-83</u> | <i>[Signature]</i>                     | <u>4-83</u>    |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |             | State Records Committee (Signature)    | Date           |
|  |             | State Auditor/Designee                 | <u>5-3-84</u>  |
|  |             | Secretary of State/Designee            | <u>4/30/84</u> |
|  |             | Attorney General/Designee              | <u>5/30/84</u> |



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INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |  | 1. Agency Address<br>Georgia Ports Authority<br>Operations Division<br>Post Office Box 2406<br>Savannah, Georgia 31402   | FOR RECORDS MANAGEMENT USE          |                                |
|---|--|--|-------------------------------------|--------------------------------|
| Application Date<br>11-30-78  |  |  | Application Number<br>79-8          |                                |
| Application Number<br>48  |  |  | Date Received<br>JAN 19 1979        | Date Completed<br>FEB - 5 1979 |
| 2. Person to Contact<br>Sandra Jones  |  | Working Title<br>Operations Manager  | Telephone Number<br>964-1721, # 289 |                                |
| 3. Action Requested<br>a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input checked="" type="checkbox"/> Amend Application No. 115 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void  |  |  |                                     |                                |
| 4. Dates of Series<br>Earliest 1962 Latest To Date  |  | 5. Records Series Title (followed by title used in office; if different)<br>Invoice Files  |                                     |                                |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created?<br>The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.<br><br>The Office Manager in which this file is created supervises the work of the warehouse, billing, import and export departments, analyzes ships' schedules, coordinates the processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling. |  |  |                                     |                                |
| 7. Record Series Description  |  | This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br>Documents relating to: collecting fees for services rendered.<br><br>Included are: Invoices for all services rendered. |                                     |                                |
| File is arranged:   |  | Alphabetically by customer, thereafter by invoice number.  |                                     |                                |
| 8. Monthly Reference Rate How often are records referred to which are:<br>One to six months old daily; Seven to twelve months old daily; Thirteen to twenty-four months old 3-4;<br>twenty-five months and older 1-2?   |  |  |                                     |                                |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers 4-5; Legal-size drawers; Shelves; Other (specify)  |  |  |                                     |                                |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
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| X   |    | c. Is this a vital record?   |
|     | X  | d. Does this series have historical or long term research value?   |
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|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy.   |
| X   |    | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where? *Ships' file, Billing & Inventory file, CFS file, Break Bulk & Dockage file |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                |                                   |              |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law             | _____ years.   | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years.   | e. Administrative need            | _____ years. |
| c. Federal law           | 7 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other six months then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then
- ☒ Transfer to local holding area, hold 4 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

\* Depending on what the invoice pertains to, what services were performed determines which file the copy is filed in. A copy of each invoice does not go into all five files listed above.

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date     | Records Management Officer (Signature) | Date    |
|----------------------------------|----------|--|---------|
| <i>[Signature]</i>               | 11/10/79 | <i>Carol Thompson</i>                  | 1-10-79 |

  

| State Records Committee (Signature) |                     | Date    |
|-------------------------------------|---------------------|---------|
| State Auditor/Designee              | <i>[Signature]</i>  | 2-1-79  |
| Secretary of State/Designee         | <i>Carroll Hart</i> | 1-31-79 |
| Attorney General/Designee           | <i>M. White</i>     | 2-2-79  |

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)